Common Timekeeping Tasks - Employees

eSTART
State of Alabama
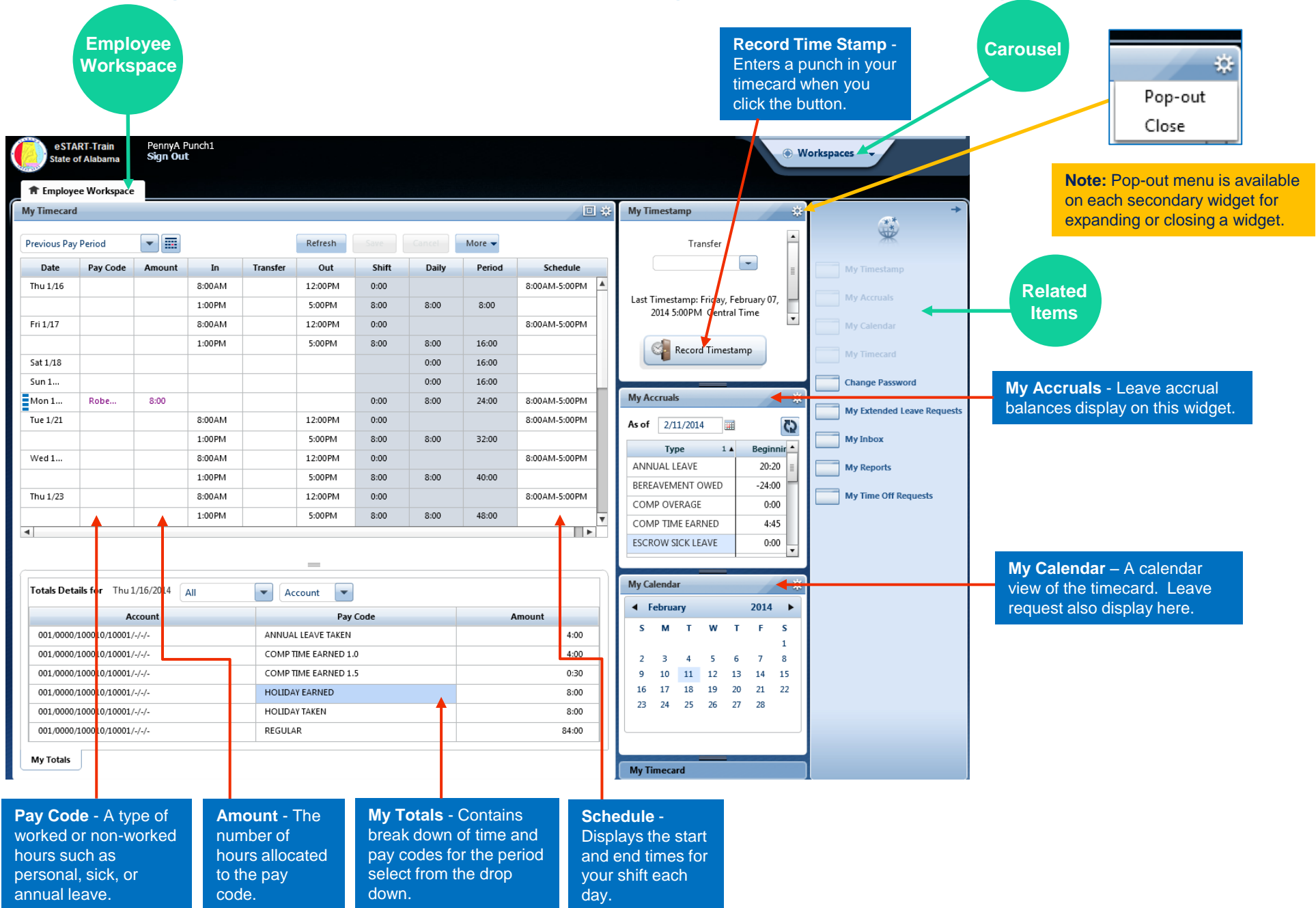
Employee Workspace is the default pane. This workspace contains views for My Timestamp, My Timecard, My Accruals and My Calendar. The Related Items pane allows links to additional functions. The Workspaces carousel links to Online Help.

Employee Workspace

Record Time Stamp - Enters a punch in your timecard when you click the button.

Carousel

Pop-out
Close

Note: Pop-out menu is available on each secondary widget for expanding or closing a widget.

Related Items

My Accruals - Leave accrual balances display on this widget.

My Calendar – A calendar view of the timecard. Leave request also display here.

Screenshot content

eSTART-Train
State of Alabama
PennyA Punch1
Sign Out

Workspaces

Employee Workspace

My Timecard

Previous Pay Period | Refresh | Save | Cancel | More

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Thu 1/16			8:00AM		12:00PM	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	8:00	
Fri 1/17			8:00AM		12:00PM	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	16:00	
Sat 1/18							0:00	16:00	
Sun 1...							0:00	16:00	
Mon 1...	Robe...	8:00					8:00	24:00	8:00AM-5:00PM
Tue 1/21			8:00AM		12:00PM	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	32:00	
Wed 1...			8:00AM		12:00PM	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	40:00	
Thu 1/23			8:00AM		12:00PM	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	48:00	

Totals Details for Thu 1/16/2014 | All | Account

Account	Pay Code	Amount
001/0000/10000.0/10001/-/-/-	ANNUAL LEAVE TAKEN	4:00
001/0000/10000.0/10001/-/-/-	COMP TIME EARNED 1.0	4:00
001/0000/10000.0/10001/-/-/-	COMP TIME EARNED 1.5	0:30
001/0000/10000.0/10001/-/-/-	HOLIDAY EARNED	8:00
001/0000/10000.0/10001/-/-/-	HOLIDAY TAKEN	8:00
001/0000/10000.0/10001/-/-/-	REGULAR	84:00

My Totals

My Timestamp

Transfer

Last Timestamp: Friday, February 07, 2014 5:00PM Central Time

Record Timestamp

My Accruals

As of 2/11/2014

Type	1 ▲	Beginnin...
ANNUAL LEAVE		20:20
BEREAVEMENT OWED		-24:00
COMP OVERAGE		0:00
COMP TIME EARNED		4:45
ESCROW SICK LEAVE		0:00

My Calendar

◄ February 2014 ►

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

My Timecard

Related Items list:
My Timestamp
My Accruals
My Calendar
My Timecard
Change Password
My Extended Leave Requests
My Inbox
My Reports
My Time Off Requests

Callouts

Pay Code - A type of worked or non-worked hours such as personal, sick, or annual leave.

Amount - The number of hours allocated to the pay code.

My Totals - Contains break down of time and pay codes for the period select from the drop down.

Schedule - Displays the start and end times for your shift each day.

Common Timekeeping Tasks - Employees

Approve Timecard

Access your timecard from the **Employee Workspace**. Select **More> Approve.**

My Accruals

Access **My Accruals** widget from the **Employee Workspace.** Leave accrual balances display on this pane. Projected balances may be also be viewed for the **Balance As Of** date selected. Any previously approved time off requests are automatically reflected in the projected totals.

My Calendars

Access **My Calendar** widget from the **Employee Workspace.** Change the "Time Period" dates as needed to view different pay periods.

View Calendar.

Change Password

Access **Change Password** from the **Related Items** pane or contact your agency's IT division to reset password.

My Extended Leave Requests

Access **My Extended Leave Request** from the **Related Items** pane to submit your leave of absence request for FMLA (Family and Medical Leave Act) or Military purposes from the employee workspace.

My Inbox

Access **My Inbox** from the **Related Items** pane. **Note:** Messages may also be viewed from Outlook, if applicable.

My Reports

Access **My Reports** from the **Related Items** pane**.**

Choose one of the three reports from "Available Reports". Choose the desired "as of" time period.

Choose "View Report".

My Time Off Requests

Access **My Time Off Request** from the **Related Items** pane to submit your leave request.